

Staff Stuff

A Monthly Publication for the Shelton State Community College Support Staff

Vol. 3 Number 5 - May 1993

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ARCHITECTS SELECTED

After a comprehensive review and search process, the firm of Volkert and Associates has been selected as the lead architect for developing the new campus master plan and building design. Volkert and Associates is based in Mobile with offices in Birmingham, Tampa, Miami, Ft. Walton Beach, and New Orleans. Architects and engineers from Volkert will soon be meeting with college employees to incorporate our ideas and concepts into the master plan. In addition, the work accomplished during the past year by the New Campus Planning Committees will also be turned over to the architects. There will be more information later on employee participation in the planning process.

Also selected to assist in the architectural service is the Montgomery firm of P. H. & J. Both Volkert and P. H. J. have extensive experience in college campus design and have developed buildings at The University of Alabama, Auburn University, UAB and several Two Year Colleges in the state.

GRADUATION EXERCISES

Graduation ceremonies were conducted on Tuesday, May 11 at 7:00 pm in the BAMA Theater. Guest speaker for the event was Dr. Caroline Gillin, Director of Institutional Advancement for the Department of Education in Washington, D. C.

SEXUAL HARASSMENT WORKSHOP

A workshop on Sexual Harassment in the workplace was held on Friday, May 7th. Mr. George Brown and Ms. Janis Thomas addressed the issues of how to recognize sexual harassment and your responsibilities in reporting an incident.

Employees needing follow-up information about the session should contact the personnel office.

PROFESSIONAL DEVELOPMENT WORKSHOP

There will be a professional development workshop for support staff on June 18th on stress management! The workshop will be conducted by Milady Murphy and will be held in the Wellness Center.

This should be an excellent program, and you will be provided more information at a later date.

EMPLOYEE SCHOLARSHIP PROGRAM

Employee Scholarship forms are available from the Assistant to the President's Office for individuals planning to enroll for the Summer semester.

There are a few changes in the application procedure

for the scholarship that were reported last month. Call extension 2498 for an application.

SACS UPDATE

Work has been completed on the Self-Study Survey, and it will be administered soon. Separate surveys were developed for full-time faculty, part-time faculty, staff, and students.

Work also has begun on preparing the prospectus which SACS requires with respect to the merger of C. A. Fredd and Shelton State. Also, although all parties anticipate the newly merged institution to receive accreditation from the College Commission, in order to "cover all bases," especially the requirements for student federal financial aid, C. A. Fredd will complete the Commission on Occupational Education Institutions (COEI) self-study which it had underway at the time the Alabama State Board of Education passed the merger resolution.

FREDD CAMPUS TO CONVERT

During the week of May 3-7, 1993, the faculty at C. A. Fredd Campus convened in a workshop in which the Fredd faculty converted their curriculum from the quarter system to the semester system.

The Fredd Campus faculty was divided into three teams. Dean C. A. Fredd Jr., Ed Winslow, and Shirley Johnson, respectively, served as team facilitators.

Hugh Kynard, Charles Payne, Tommy Taylor, George Phillips, John Speights, Jack Moore, James Logan, and Lyda Black from the 15th Street Campus acted as resource people to assist the Fredd Campus faculty in the semester conversion.

NEW EMPLOYEES

Janice Thornton has joined the support staff as part-time secretary for the college's Self Study. Janice also teaches part-time for the college in the Math Department. Her office is located on the 15th Street Campus where she will work with Dr. Joyce Jolly, Dr. Howington, and the Self Study Committee chairpersons.

Also, Cindy Stables has joined the Business Office Staff as Accounts Payable Clerk. Cindy is originally from Grady, Alabama (near Montgomery) and has been in Tuscaloosa with her husband Jim for about three years.

SUMMER REGISTRATION

The regular registration for the Summer Semester will be on May 31st. The times for this day of registration will be 12:00 to 6:00. The drop/add period will be from June 1st through June 7th.

SHELTON STATE COMMUNITY COLLEGE
Record Series: News Letter
File: EG-1-12-5
Date: 3-28-97

SUPPORT STAFF MEETING

A meeting of the Support Staff Organization was held on Friday, May 14th, at the Fire College auditorium. Employee evaluations were discussed and a video tape on how to conduct proper evaluations was reviewed.

In addition, the possibility of a revised summer work schedule was discussed.

PROPOSED SECURITY POLICY

The following policy is currently being proposed as the Policy on Security for the campus:

The information contained on this disclosure document is provided by Shelton State Community College in compliance with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Inquiries regarding the information contained herein would be directed to Dr. Humphrey Lee, Dean of Students; Room 108, Skyland Campus, Shelton State Community College; Tuscaloosa, AL 35405; phone number (205)391-2217.

A. As an open-admission, state supported, comprehensive community college, Shelton State's primary purpose is to provide Postsecondary Education, both academic and technical, to residents of West Alabama. Shelton State has implemented procedures to ensure that students are secure while they are enrolled in our programs. Students who are the victims of crimes while on campus should notify the Dean of Students as well as the local law enforcement agencies. The institution will evaluate and implement revised security policies and procedures should crime reports warrant this.

1. It is the policy of Shelton State Community College that any criminal act; act or threat of violence; injury; destruction of college or personal property; traffic accidents; or other situation which occurs on the main campus or, any branch campus of, or any other site operated by, Shelton State Community College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to Dr. Humphrey Lee. In the event of the absence or unavailability of Dr. Lee, the situation should be reported to Dr. Joan Kempster at (205)391-2343.

2. All witnesses to any situation which fits into any of the above described categories shall make themselves available to make written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Shelton State Community College employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in paragraph A.1. above.

3. It shall be the duty of the college, upon its designated official or officials being made aware of any situation of a nature described in Paragraph A.1. above, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of Shelton State Community College. Furthermore, it shall be the duty of the said official(s) to notify the appropriate law enforcement agency in the event of an act of a criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of the said

official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

B. In fulfilling its educational mission, Shelton State Community College offers day/night courses on several campuses during the week. Security guards are on duty from 3:00 p.m. until 7:30 a.m. (Monday-Friday) on the Skyland Campus and from 8:00 a.m. until 11:00 p.m. (Monday-Wednesday), 5:00 p.m. until 9:30 p.m. (Thursday) and 5:00 p.m. until 1:00 p.m. (Friday) on the 15th Street Campus.

Shelton State Community College allows community groups to utilize college facilities. Requests are coordinated by the Associate Dean, Dr. Bruce Bizzoco. They are informed of the college policy on alcohol and the requirement for security at the event; they receive copies of the Campus Security Policy and the Report of Campus Crimes (effective 9/1/91).

C. Shelton State security officers do not have arrest authority. As college employees, they enforce the student conduct code as well as being alert to violations of local, state, and national laws. Any violations of this nature are reported to local law enforcement agencies. Security personnel should report any violation to the Dean of Students Office.

D. All new students attend orientation sessions where they will be informed about security procedures and practices. Orientation sessions are also held for new faculty and staff.

E. During these same meetings, information will be disseminated on crime prevention.

F. Statistics will be gathered beginning September 1, 1991, on the following reported crimes: 1) murder, 2) rape, 3) robbery, aggravated assault, 5) burglary, and 6) motor vehicle theft.

G. Local law enforcement agencies will be contacted should a crime occur involving an off-campus student organization.

H. Statistics will be kept and disseminated for the following crimes occurring on campus: 1) liquor law violation, 2) drug abuse violation, and 3) possession.

I. It is the stated policy of the Alabama State Board of Education that the presence, sale, consumption, or use of alcoholic beverages and/or illegal drugs are forbidden for any college function and/or physical facility or program. The college's faculty and staff are aware of this policy. It is the expressed duty and responsibility of the President to enforce and implement all policies of the Alabama State Board of Education.

The college assumes that entering students are mature adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accord with this belief.

The college reserves the right to dismiss any student whose on or off campus behavior is considered undesirable or harmful to the college. The presence, sale, consumption, or use, and/or being under the influence of alcoholic beverages or illegal drugs are forbidden on campus or at campus sponsored functions. Violations of the chemical abuse policy will render a student subject to disciplinary action, under specific procedures, which proved for reprimand, probation, suspension and expulsion.

Congratulations Judy Johnson!

